

**THIRTEENTH JUDICIAL CIRCUIT COURT
ADULT DRUG COURT PROGRAMS
POLICY AND PROCEDURE MANUAL**

Table of Contents

I.	Mission Statement	2
II.	The Ten Key Components	3
III.	Benefits and Services Offered	7
IV.	Drug Court Program Overview	8
V.	Drug Court Program Manual	9
VI.	Roles of Drug Court Team Members	18
VII.	Staffing and Docket Procedures	21
VIII.	Pre-Plea Diversion Track Eligibility and Admission	22
IX.	Post-Plea Diversion Track Eligibility and Admission	25
X.	Probation Track Eligibility and Admission	28
XI.	Re-Entry Track Eligibility and Admission	30
XII.	Ineligibility and Termination Procedures	32
XIII.	Drug Court Graduation Procedures	33

Appendix:

- A. Eligibility Flow Chart for Each Track**
- B. Admission Flow Chart for Each Track**
- C. Policy and Procedures for Assistant Prosecuting Attorney**
- D. Policy and Procedures for Probation Officers**
- E. Policy and Procedures for Treatment Providers**
- F. Participant's Handbook for Boone County**
- G. Participant's Handbook for Callaway County**

THIRTEENTH JUDICIAL CIRCUIT COURT ADULT DRUG COURT PROGRAMS

MISSION STATEMENT

The mission of the Thirteenth Judicial Circuit Adult Drug Court Programs is to assist all participants in their recovery process, acknowledging that recovery is a courageous choice that will benefit the participant, their family members, and the community as a whole. We are committed to treating all participants with dignity and respect as they gain insight into their circumstances and internalize the values that will help change their lives, keep them drug and crime free, and render our community safer.

The Thirteenth Judicial Circuit Adult Drug Court Programs aims to accomplish its mission by:

- Providing drug-addicted and substance abusing offenders with judicially supervised treatment as an alternative to incarceration;
- Providing participants with the education needed to curb drug and alcohol addiction, criminal thinking, and promote a life of recovery and sobriety;
- Provide rigorous supervision and case management to ensure that each participant complies with their individual treatment goals and objectives;
- Provide immediate interventions to reduce high-risk behaviors and promote responsible behaviors while holding them accountable for their actions;
- Assisting participants with their vocational, educational, employment, health care needs through community partnerships;
- Encouraging participants to maintain a drug and alcohol free lifestyle by administering random drug and alcohol testing;
- Maintaining a cohesive team that can help assist participants with life changing behaviors through continued education and professional growth;
- Perform regular evaluation measures to help promote effective practices and improve ineffective practices.

THIRTEENTH JUDICIAL CIRCUIT COURT ADULT DRUG COURT PROGRAMS

TEN KEY COMPONENTS

1. Drug courts integrate alcohol and other drug treatment services with justice system case processing:

The Thirteenth Judicial Circuit Drug Court Programs have been extremely dedicated to the mission of eliminating the abuse of alcohol and other drugs and related criminal activity. The programs employ a team approach in making decisions to determine the participant's eligibility, overall progress, and how each individual advances through the graduated phases of the program. The teams consist primarily of the following members: Judge, Administrator, Prosecutor, Defense Counsel, Probation Officer, Treatment Providers, Executive Director of the local community correctional center, and Law Enforcement Officer. Each team member brings additional resources that help provide the most comprehensive treatment experience for each participant, which consist of, but are not limited to, the following community resources: housing, transportation, education, employment, health care, parenting and family support. The team meets weekly to discuss each individual's strengths and weaknesses, and puts together action plans that will help assist the individual in maintaining abstinence and law-abiding behavior. The Drug Court Judge plays a vital role as the leader of the team and responds to all positive and negative behaviors with the participants during court proceedings. This team approach is based on providing ongoing communication, which insures the immediate response needed to affectively handle the needs of each individual in the program.

2. Using a nonadversarial approach, prosecution and defense counsel promote public safety while protecting participants' due process rights:

The Thirteenth Judicial Circuit Drug Court Programs has an assigned prosecutor to the team, and defense attorneys and public defenders who are familiar with the mission and intent of the Drug Court program and provides input. Both the prosecution and defense counsel strive to shed their adversarial courtroom relationship; preserve the responsibilities of upholding public safety along with protecting the due process of the participant; and maintain focus on the participant's recovery process and law-abiding behavior. The prosecution and defense counsel work together to determine the eligibility of a participant, as well as, the actions taken during the course of the individual's participation in the program. Before and during the individual's participation in the Drug Court program, the prosecution and defense counsel help the participant understand the Drug Court philosophy, the programs rules and requirements, and any other options available to the individual. It is a goal of the Drug Court Programs to obtain more involvement from both the prosecution and defense counsel, especially in regards to the public defenders.

3. Eligible participants are identified early and promptly placed in the drug court program:

The Thirteenth Judicial Circuit Drug Court Programs have established measures to ensure that the future Drug Court participant is identified and referred to the program in the shortest time possible following the individual's arrest and/or probation violation. In the case of the diversion and post-plea tracks, the prosecution and defense counsel work together to determine eligibility and file the necessary paperwork to begin the referral process. In the case of the probation and re-entry tracks, the Pre-Sentencing Investigator makes a recommendation of eligibility to the sentencing Judge, who then makes a special condition of probation that the individual participates in the program. Once eligibility is established, in either case, the Drug Court Administrator initiates the assessment process, which includes the assessments of the Drug Court Administrator, probation and parole, and treatment. The potential Drug Court participant is then assigned the next available court date, is staffed by the Drug Court team, and either is offered an opportunity to participate in the program or informed that they are not eligible for participation. Promptly admitting an individual into the program plays an essential role in the success of the participant, which is why it is a focus of the goals and objectives section of this proposal.

4. Drug courts provide access to a continuum of alcohol, drug, and other related treatment and rehabilitation services:

The Thirteenth Judicial Circuit Drug Court Programs have always tried to provide the most comprehensive treatment services for each individual participant within the program. Each individual is assessed for the appropriate level of service when they begin the program, as well as, periodically assessed by both treatment and the court through out their participation. The Drug Court team meets weekly to respond to the strengths and weaknesses of the participants. This weekly contact provides the team with the ability to develop action plans that allows the individual the best chance to succeed. The Drug Court Programs provides a variety of services ranging from residential, intensive outpatient, and aftercare services. Additionally, the programs offer assistance with housing, educational and vocational services, and mental health services. The Thirteenth Judicial Circuit Drug Court Programs has the ability to deal with co-occurring disorders and even transfer individuals to the Mental Health Court Program if services are deemed more appropriate. The Drug Court program also has the ability to accommodate physical disabilities, which is evident by currently providing services for an individual that is hearing impaired.

5. Abstinence is monitored by frequent alcohol and other drug testing:

The Thirteenth Judicial Circuit Drug Court Programs has also recognized the necessary function that drug testing plays within treatment court system. Both programs have employed a randomized drug testing color system that, on average, tests an individual up to five times a month. The participants and Drug Court personnel follow established testing and collection guidelines for both drug and alcohol testing, which includes: observed testing, temperature management strips, chain of custody and testing logs, and storage and processing procedures. Both programs have administered the random Breathalyzer and ETG testing in efforts to maintain an even higher level of supervision

through drug testing. Drug tests are collected on a daily basis and shipped out every other day. All results are e-mailed to the Drug Court Administrator on average of three times a week, which are disseminated to all Drug Court team members and addressed during the weekly staffing and court proceedings. Finally, both programs can also test individuals with rapid on-site drug screens that enable the programs to respond to a possible relapse episode immediately.

6. A coordinated strategy governs drug court responses to participant's compliance:

The Thirteenth Judicial Circuit Drug Court Programs have always tried to stay on the "cutting edge" by developing and implementing creative strategies in response to the participant's compliance or noncompliance. The Drug Court team members maintain frequent contact with the participants of the programs and meet weekly to discuss and address positive and negative behaviors. The programs believe that immediate action and response, whether positive or negative, to participants' compliance and noncompliance will provide better results for the individual. The Court has provided a full range of incentives for program compliance: encouragement and praise; reduced community service or fees; reduced supervision and court appearances; advancement to the next phase; graduation; dismissal of charges and/or reduction in probation; and other incentive packages such as gift certificates, beauty products, and movie passes and rentals. The Court has also provided a full range of sanctions for program noncompliance issues: warnings and admonishments during court; restart or demotion of a phase; increased supervision, treatment, court appearances; taken into custody; extended period of jail time; community service; and termination. All incentive and sanction measures are executed with the intent to promote change and provide the individual a chance to see the benefits of this changed behavior.

7. Ongoing judicial interaction with each drug court participant is essential:

The Thirteenth Judicial Circuit Drug Court Programs is led by the Drug Court Judge, who has always taken an active role in the Drug Court process. As mentioned before, the Drug Court team meets weekly to monitor the participants that will appear in court that day. During this weekly staff meeting, the Judge maintains focus on the participant's performance and as part of a team helps put together action plans to respond to the compliance or noncompliance of the participant. During court proceedings, the Judge shakes each individual's hand, goes over journal topics she has given them during their previous court appearance, and addresses all relevant information pertaining to the progress or lack of progress of the participant.

8. Monitoring and evaluation measures the achievement of program goals and gauge effectiveness:

The Thirteenth Judicial Circuit Drug Court Programs understand the importance of monitoring and evaluating the success of the Drug Court program. The Court has developed an Access database to collect day-to-day information on each participant, which includes the following information: general and referral information; drug, treatment, and criminal history; assessment information; and any information associated with the participant's court appearance. The Court works closely with the staff of the Office of State Courts Administrator to gather pertinent statewide information used to

inform other government and federal agencies of the Missouri Drug Courts' success. Finally, the Court maintains monthly and annual reports that compile statistics to measure success pertaining to the goals and objectives of the program. The reports cover the statistics that involve admissions, graduations, and terminations of the participants. These three are then broken down even further to cover the different tracks, age, and race and gender of the individuals. The information gained from these evaluation procedures help assess the success of the program as well as finding where improvements need to be made.

9. Continuing interdisciplinary education promotes effective drug court planning, implementation, and operations:

The Thirteenth Judicial Circuit Drug Court Programs understands the importance of continued education and training as it pertains to the operation of the Drug Court programs. The Drug Court Judge and Administrator attend both the state and national drug court conferences annually, and this year the administrator will be attending the NDCI Drug Court Coordinators Conference. The other members of the Drug Court team have the ability to attend the states drug court conference, and hopefully next year the team will be able to attend the national conference due to it being in St. Louis, Missouri. This year the Drug Court team will be attending the NDCI/DWI training in preparations for the development and implementation of the DWI court/track. Additionally, the Drug Court team plans and attends an annual retreat and quarterly meetings, as well as, having the ability to attend other trainings related to the function of the Drug Court program as they present themselves.

10. Forging partnerships among drug courts, public agencies, and community-based organizations generates local support and enhances drug court program effectiveness:

The Thirteenth Judicial Circuit Drug Court Programs takes great pride in taking a pivotal role in eliminating the abuse of alcohol and other drugs and related criminal activity within our community. The Drug Court Judge and Administrator maintain community relations through public and private speaking engagements through out the year. The willingness to speak on any alcohol and other drug related topic, as well as, promote the Drug Court Programs has fostered support from the community. It is the Courts objective to maintain a high standard of integrity, continue to be a catalyst for change, and maintain the public's faith in the criminal justice system.

THIRTEENTH JUDICIAL CIRCUIT COURT ADULT DRUG COURT PROGRAMS

BENEFITS OF DRUG COURT

Drug Court benefits not only the individuals who are diverted into substance abuse treatment programs and have the opportunity to change their lives, but also the community which benefits from the reduction of “drug and alcohol related crime”. Drug Court is an effective alternative to incarceration, costing less than traditional Department of Corrections custody. Some of the many benefits of Drug Court programs are list below:

- Participants acquire the tools to live clean and sober lives and have more stables lifestyles
- Participants obtain employment and/or work towards furthering their education
- Participants improve the level of the health and reduce overall health care costs
- Participants gain opportunity to become contributing members of society;
- Participants can avoid future arrests, probation revocation, felony convictions, and incarcerations
- Family structure is reunited and provides future generational growth
- Reduction of jail overcrowding and overall criminal dockets

SERVICES OFFERED

By taking part in the Drug Court programs, participants gain access to a variety of comprehensive services that can help them turn their lives around. Some of the services offered through the Drug Court programs are as follows:

- Intensive outpatient and residential treatment programs
- Individual counseling and case management
- Recovery support groups and Alumni groups
- Employment counseling, training, and referrals
- Education and literacy assistance
- Health care referrals
- Assistance in finding housing, childcare, and mental health services
- Provide life-skills training

THIRTEENTH JUDICIAL CIRCUIT COURT ADULT DRUG COURT PROGRAMS

DRUG COURT PROGRAM OVERVIEW

The Boone County Drug Court Program is a court-supervised, comprehensive treatment program which accepts participants through various entry tracks. It includes first time non-violent offenders; probationers; and offenders who are returning to the community from the Department of Corrections. All participants have been determined to require substance abuse treatment and are felony offenders. The Drug Court may be a voluntary program or ordered as a condition of probation and parole. Participation includes regular court appearances before the Drug Court Judge. Treatment, which includes drug testing, individual counseling and group counseling, is provided through Reality House for men and McCambridge Center for women. The defendant is also expected to obtain and maintain employment or involvement in vocational or educational programs and maintain regular attendance at 12-step meetings (Narcotics Anonymous or Alcoholics Anonymous). The length of the Drug Court Program is determined by each participant's progress and will be a minimum of one year and no longer than two years.

DRUG COURT SUPERVISION

A Drug Court participant will be required to appear in Drug Court on a regular basis. At each appearance, the Judge will be given a progress report prepared by the treatment team regarding drug test results, attendance and participation in treatment and compliance with the Diversion Manager or Probation Officer. The Judge may ask the participant questions about his/her progress, and discuss any specific problems the participant may have been experiencing. If doing well, the participant will be encouraged to continue with the Program and work with the treatment team toward graduation. If not doing well, the Judge will discuss these issues with the participant and the treatment team and determine further action. In the event of program violations; i.e., missed or dirty urine screens, failure to attend individual or group counseling, failure to attend 12-step meetings, etc., sanctions may be imposed by the court. (For more information on Sanctions see page 9). Repeated violation of the program expectations, and failure to progress satisfactorily may result in termination from the program.

Failure to appear in Court on the date and time scheduled may result in a warrant being issued for the participant's arrest. If a participant cannot appear in Court as scheduled, the Diversion Manager or Probation Officer and Drug Court Coordinator must be notified as soon as possible.

The following violations may result in termination from the Drug Court Program: warrants and/or new arrests; missing drug tests; demonstrating a lack of program response by failing to cooperate with treatment, and violence or threats of violence directed at the treatment team or others. The Drug Court Judge will make the final decisions regarding termination from the Program.

**THIRTEENTH JUDICIAL CIRCUIT COURT
ADULT DRUG COURT PROGRAMS**

DRUG COURT OPERATIONS MANUAL

I. DRUG COURT PROGRAM RULES:

All Drug Court participants must abide by the following rules of the Drug Court Programs. Each individual is held accountable for their actions and full compliance is necessary to succeed in the program.

- **Do not use or possess any drugs or alcohol.**
Maintaining an alcohol and drug free lifestyle is the most important part of the recovery process.
- **Do not use any medication without prior consent.**
All medication over the counter or prescribed by a physician must be authorized by the Treatment Staff or Diversion Manager prior to being taken.
- **Do not enter establishments who's primary function is the sale of alcohol or gambling.**
Casinos, grocery store liquor sections, bars or packaged liquor stores are off limits. You may not purchase liquor for any reason.
- **Attend all treatment sessions.**
If a participant is unable to attend a scheduled session, he/she must contact the treatment counselor **before** a session is missed.
- **Report to Diversion Manager/Probation Officer as directed.**
If unable to make an appointment, contact the Diversion Manager/Probation Officer immediately.
- **Be on time to appointments with treatment providers, Diversion Manager/Probation Officer, and Court.**
If a participant is late, he/she may not be allowed to attend appointment and could be considered non-compliant.
- **Do not make threats towards other participants or staff or act in a violent manner.**
Violent; dishonest or inappropriate behavior will not be tolerated and will be reported to the Court. This may result in termination from the Drug Court Program.
- **Dress appropriately for Court, Probation, and treatment sessions.**
Clothing bearing drug or alcohol related themes or promoting or advertising alcohol or drug use is considered inappropriate. Sunglasses, hats and bandanas are not to be worn inside the Courthouse, treatment center or probation office.

- **Always tell the truth.**
Overcoming chemical dependency is not easy. This will take the participant's best effort and truthfulness. Participants who are not truthful will not be allowed to remain in the program.
- **Do not leave the county without permission.**
You must get permission from your Diversion Manager/Probation Officer prior to leaving Boone County. If you are planning to leave the state, you must get approval from the Drug Court team and apply for a travel permit with your Diversion Manager/Probation Officer. Travel permits require a 15-day processing period. It is your responsibility to apply for the permit in a timely manner.
- **Turn in all documents one (1) day prior to Court appearances.**
In order to receive credit for AA/NA's, payment of fees or community service hours a participant must turn the proper documentation into their probation officer no later than the day prior to their court appearance.
- **Report for testing upon contact with Law Enforcement.**
You must report for a drug test within one hour of any contact with a law enforcement officer.

II. TREATMENT PROCEDURES

Treatment will be provided through a team approach. The treatment team will assess the level and intensity of treatment that will best meet a participant's needs. A recommendation will be made to the Drug Court Judge indicating that the client should receive detoxification, residential or outpatient treatment. If admitted to a residential treatment program, the treatment plan will include the requirements of that program. If not admitted into a residential treatment program, an intensive outpatient program will be developed which includes:

- **Treatment Plans:**
An "initial" treatment plan will be developed by the treatment team following an overall assessment of a participant's substance abuse history and social situation. The plan will act as a guide for the initial treatment phase. The plan will be maintained by the treatment team and updated as one progresses through the program.
- **Drug Testing:**
Each participant will be given a color and a drug testing hotline card. Every participant is to call the hotline daily. When the participant's color is called they will be given from 5:00 a.m. until 1:00 p.m. to submit to testing. The Diversion Manager/Probation Officer, treatment agency or Reality House will conduct urine testing. The drug court Judge will impose additional sanctions for failing to test within the time allowed, providing a dilute specimen or failing to submit to a drug test. A participant will be tested through the entire

treatment process. Additional testing may be required at the discretion of the Diversion Manager/Probation Officer, Treatment Provider, and the Court.

- **Counseling:**

An important aspect of the Drug Court is participation in counseling. This may include both individual and group sessions. In addition, counseling may include Moral Reconation Therapy that focuses on criminal values and morals. Participation in one or both of these will be at the recommendation of the treatment provider. Attendance at counseling sessions will be reported to the Judge as part of a participant's progress report. Prior permission from the treatment counselor must be obtained in order to be excused from a counseling session.

- **Twelve Step Meetings:**

Attendance will be required at 12-step meetings such as Narcotics Anonymous and Alcoholics Anonymous. The **MINIMUM** attendance requirement for the entire program is **two (2) MEETINGS A WEEK**. Attendance is an important part of the recovery process that helps familiarize the participant with the 12-step philosophy, and to develop levels of trust to learn and create social bonds with other people in recovery. The treatment team will provide information regarding the time and location of 12-step meetings. The participant must provide proof of attendance to their Diversion Manager prior to each court appearance.

- **Sponsor:**

The participant must obtain a self-help sponsor. A sponsor is a 12-step group member of the same gender with significant sobriety (at least one year) who assists the participant on a personal level with sobriety, personal problems, working the steps, etc. Ask at a meeting for a temporary sponsor until a permanent can be obtained.

- **Personal Journal:**

Upon acceptance into the Drug Court Program, all clients will be expected to keep a journal. The Drug Court Judge will provide each participant with a weekly topic for the journal entry. The purpose of the journal is to provide the Judge with each participant's personal perception of drug court related topics, including personal problems of alcohol and drug dependence, and short-term and long-term goals. The court will provide a journal to each participant at their first court appearance. **The journal must be brought to every court appearance.**

- **Drug Court Fees:**

A Drug Court participant will be required to pay a Drug Court fee of \$50.00 per calendar month to the Court Services Office located on the first floor of the Boone County Court House. The defendant is expected to maintain a zero (0.00) balance by paying the fee at the rate of \$50.00 per month up to Graduation. All payments must

be paid in cash or money order. No change is available so please make payments in exact amounts.

- **Termination:**

A Drug Court participant can be terminated from the program for the following reasons: lack of treatment progress as decided by the treatment provider, failure to secure full time employment, failure to pay fees or fines, threats, assaults, new arrests, continued substance use, medical problems that interfere with treatment, or an unfavorable ninety day evaluation.

- **Ninety day evaluations:**

The Drug Court Team will conduct a Ninety Day Evaluation of every participant on the first court date after the participant has been in the program ninety days. During this evaluation the Drug Court team will decide whether not the participant has made the necessary progress to be engaged in the program. The evaluation will measure the participants' treatment progress and understanding, work and or education progress, as well as the participants' acceptance of the drug court philosophy. The Ninety Day Evaluation form is provided in the handbook.

- **Medications:**

All medications over the counter or prescribed by a physician must be authorized by the Treatment Staff or Diversion Manager prior to being taken. A Notice of Participation in Treatment Court form has been provided in the participant's handbook. It must be used every time you go to the doctor's office or the Dentist. A list of authorized over the counter medication is also available in the handbook.

III. DRUG COURT PHASES:

- **Phase I - Assessment and Primary Treatment Phase Approximately 30-90 days:**

The substance abuse counselor will work with the Diversion Manager and Client to assess all the treatment, educational, family, employment, medical, and housing needs of the Defendant. The initial treatment plan must be developed within seven (7) working days of the initial Drug Court appearance.

- **Minimum Treatment Requirements:**

1. 1 hours of Individual Counseling
2. Initial Treatment Plan developed and updated weekly
3. 4 hours group therapy (per week)
4. Urine testing (Call in daily)
5. Participation in 12-step program, two times per week.
6. Actively seek sponsor

- **The Diversion Manager will:**

1. Maintain (3) three weekly face-to-face contacts with the offender including one to the home to gain insight into the

- dynamics of the home environment in order to provide a more accurate assessment of the client's needs and family issues.
 - 2. Be responsible to insure participant has submitted all tests. These tests may be conducted by the Diversion Manager or Treatment Provider.
 - 3. The Diversion Manager will refer the Defendant to AA/NA meetings in conjunction with the treatment provider.
- The Diversion Manager will make referrals, when appropriate, to Adult Basic Education for assessment of literacy or GED training needs, and to job seeking skills classes. Other referrals may include but would not be limited to:
 - 1. Job/career training programs
 - 2. Parenting training, employment agencies
 - 3. Anger/aggression management classes
 - 4. Financial counseling
 - 5. Various other support group options.
- The counselor and Diversion Manager will make referrals to other support services, such as mental health, medical care, family education/counseling, 12-step support groups. All referrals will be communicated to the Diversion Manager who will act as the case manager for the client.
- The counselor and Diversion Manager staff each client weekly either by phone or in person. The counselor and Diversion Manager may meet with the client, when necessary, for the purpose of case management and motivation. All information about attendance and progress in treatment is reported to the Diversion Manager weekly in order to maintain the discipline of the program.
- Prior to each Defendants court appearance, the Diversion Manager will update the Drug Court Team as to the progress of the Defendant. The Drug Court Team will review this information at the weekly Staffing meeting.
- During Phase I the Defendant must:
 - 1. Attend substance abuse counseling
 - 2. Participate in programs as needed
 - 3. Maintain (3) three weekly face-to-face contacts with the Diversion Manager.
 - 4. Attend 12-step meetings
 - 5. Submit to drug testing
 - 6. Appear in Drug Court weekly
 - 7. Pay Drug Court Fees of \$50.00 per month to Circuit Clerk's Accounting office

- **In order for a Defendant to move to Phase II, he or she must:**

1. Demonstrate a desire to stay clean and sober by having 30 days of clean urinalysis
2. Have 100% attendance at all scheduled individual and group sessions
3. Participated in two (2) 12-step support groups each week
4. Maintain employment or initiate a contact with a vocational program or educational program

- **Phase II - Treatment Phase Approximately 6-12months:**

Phase II is continuing treatment according to the progress the client makes on his/her treatment plan. The treatment plan is updated on a monthly basis. The counselor and Diversion Manager continue to review the client's progress on a weekly basis. If needed, more frequent Drug Court appearances can be arranged for the purpose of rewards or sanctions.

- **Minimum treatment requirements:**

1. Individual Counseling one hour per week
2. Group therapy and/or group education two hours per week
3. Urine testing call in daily
4. Continue 12 step meetings two per week
5. Have a sponsor

- **Other available services will include:**

1. Ongoing family education/therapy
2. Relapse Prevention Education
3. Reassessment of vocational, social functioning and community support services

- **During Phase II, the Diversion Manager will:**

1. Two face-to-face contact with the Defendant per week
2. Will be responsible to insure participant has submitted all tests. These tests may be conducted by the Diversion Manager or Treatment Provider.
3. Weekly staffing of the Defendant with the treatment provider to monitor the client's progress and support services needs.

- **Prior to each Defendants court appearance, the Diversion Manager will update the Drug Court Team as to the progress of the Defendant. The Drug Court Team will review this information at the weekly Staffing meeting.**

- **During Phase II, the Defendant must:**

1. Actively work relapse prevention program

2. Two face-to-face contact with the Diversion Manager per week,
3. Attend 12-step meetings
4. Be employed or work on educational or employability needs
5. Complete 40 hours community service
6. Appear in Drug Court every 2 - 6 weeks. This will be determined by Defendants progress
7. Pay fee of \$50.00 per month

▪ **In order for a Defendant to move to Phase III, he or she must:**

1. Demonstrate being clean and sober with six months of clean urinalysis
2. Have 100% attendance at all scheduled individual and group sessions and contacts with Diversion Manager
3. Participate in weekly 12-step support group; obtain and maintain a 12-step sponsor
4. Employed or participating in a vocational program and/or educational program
5. Demonstrate progress in achieving goals in treatment plan.
6. Complete a minimum of 40 hours of community service
7. Maintain a zero Drug Court fee balance

▪ **Phase III - Preparation for Continuing Care and Graduation up to 6 months**

In the final phase, the client is preparing his/her continuing care plan outlining a personal plan for ongoing recovery.

- Minimum treatment requirements:
 1. One hour individual counseling per month (according to treatment plan)
 2. One hour group therapy per week for continuing care
 3. Preparation of continuing care plan
 4. Continue 12-step meetings at two per week
- In the final phase, the Diversion Manager will:
 1. Meet with the Defendant face-to-face once per week
 2. Check employment a minimum of once per month
 3. Make regular contact with the treatment provider
 4. Monitor attendance to AA/NA
 5. Obtain feedback from other providers of services
- During Phase III, the Defendant must:
 1. Continue treatment
 2. Maintain full-time employment, education, or vocational training
 3. Meet weekly with Diversion Manager

4. Continue 12-step meetings
 5. Submit to urinalysis Daily Call in
 6. Appear in court every 1-2 months
- The Diversion Manager, Treatment Provider and Drug Court Coordinator will work together on a proposed graduation date for the Defendant. This date will then be presented to the staffing team and finally the Judge of the Drug Court.
 - If the Defendant relapses during Phase III he or she is returned to the beginning of Phase II, or may be terminated from the program.
 - **Graduation Requirements:**
 1. Satisfactory attendance at all treatment services and contact with Diversion Manager.
 2. Six months continuous of clean drug tests.
 3. Participant has obtained and maintained fulltime employment and/or is involved in an academic program.
 4. Participant has completed a continuing recovery plan with counselor.
 5. Drug Court Team agrees that the Participant has sufficiently integrated the information to support recovery.
 6. Completion of one full year in the program.
 7. Participant must submit a "Graduation Application. This is a neatly written or typed 3-5 page essay that will address your understanding of personal problems of addiction, criminal behavior, and relapse prevention.
 8. The Graduate candidates will meet every other week as a group during the last two months prior to their graduation. During this group the graduates will plan their ceremony and be able to receive assistance with their Graduation Application. One Treatment Counselor and one Probation officer will be assigned as Graduation Sponsors for each class and assist in the planning of the graduation and help graduates outline their graduation applications.

IV. Drug Court Sanctions and Incentives:

- **Drug Court Sanctions:**

If a participant fails to comply with the program, the Drug Court Judge, at their discretion, may order one or more of the following:

- Warning from Judge
- Move to end of docket
- Increase AA / NA meetings
- More frequent drug and/or alcohol testing
- Place on Electronic Monitoring
- More intensive treatment

- Additional community service hours
 - Increase reporting to Diversion Manager/Probation Officer
 - Increase court appearances
 - Complete the Weekend Relapse Intervention Program
 - Move back to previous phase
 - Spend Period of time in Reality House
 - Spend period of time in Jail
 - Termination from Drug Court
- **Drug Court Incentives:**
 When a participant consistently cooperates and participates in the Treatment Program, the Drug Court Judge may, at their discretion, order one or more of the following:
- Praise from Judge
 - Move to top of docket
 - Decrease court appearances
 - Excused from attending court
 - Receive gift cards from local businesses
 - Presented with a gift bag during court
 - Draw from the prize jar
 - Enter weekly drawing
 - Progress to next phase
 - Reduction in treatment and probation visits
 - Reduction in drug and/or alcohol testing
 - Month off of fees
 - Allowed to travel more frequently
 - Graduation of the program in one year

THIRTEENTH JUDICIAL CIRCUIT COURT ADULT DRUG COURT PROGRAMS

ROLES OF DRUG COURT TEAM MEMBERS

The Thirteenth Judicial Circuit Court having united in purpose with the Boone and Callaway County Prosecutor's Office, the Boone and Callaway County Public Defenders Office, the Boone and Callaway County Sheriff's Department, the Columbia and Fulton Police Department, Missouri State Probation and Parole Office, and designated substance abuse treatment providers (McCambridge Center for Women, Reality House Programs, Inc., and Family Counseling Center) agree to collaborate in an effort to address substance abuse and drug related criminal activity in Boone and Callaway County. In an effort to support a comprehensive program of services to meet the needs of qualified participants we, the Drug Court Team Members, commit to the following:

DRUG COURT JUDGE: The Thirteenth Judicial Circuit Court agrees to provide a Judge who will preside over the Drug Court Programs. The Drug Court Judge is responsible for adhering to the Missouri Drug Court Rules and all revisions to the rules with special considerations being given to the promulgation of any community-based rules deemed necessary for the success of the Drug Court Programs. As a member of the Drug Court Team the assigned Judge will preside over the court proceedings and monitor appropriate applications of disciplines, sanctions, and incentives while maintaining the integrity of the court. At the first court appearance, the Judge will explain the defendant's legal rights, program requirements and options. The Judge will require that the defendants appear at regularly scheduled status hearing, in which time the Judge will review, with the defendants, their treatment progress reports. From this information the Judge will have the opportunity to reinforce positive behaviors, identify area that need continued improvements, and/or impose appropriate consequences.

DRUG COURT ADMINISTRATOR: The Administrator will manage and coordinate the various components in the Drug Court program. The Administrator will perform administrative functions such as long range planning, budget requests, establishing procedures and overseeing day-to-day operation. Responsibilities also include primary liaison with other agencies, the news media and the general public; and on-going development, evaluation, and functioning of programs. The Administrator will also act as a liaison between Drug Court and the representatives of the other agencies. The Administrator will receive the initial screening information from the Prosecuting Attorney or recommend to the Prosecuting Attorney the review of a Defendant based on information received as the result of a bond investigation. Once the Prosecuting Attorney determines the Defendant has met the admission criteria, the Administrator will conduct an initial intake and assessment, contact the Diversion Manager, and appropriate treatment provider to inform them of the initial candidates' status. The Administrator will then gather all the assessment information and present this to the staffing team prior to court. In addition, the Administrator is responsible for court scheduling, maintaining the Drug Court Manual, disseminating information to the public and within the criminal justice system, compiling statistical data, maintaining and updating the court file,

providing the court with the most updated information, facilitate the staffing meetings by combining information from the Diversion Manager and Treatment Provider for the staffing team to evaluate the Defendant's progress, and complete the initial intake of the Defendant.

PROSECUTING ATTORNEY: As a member of the Drug Court Programs, the assigned Assistant Prosecuting Attorney will review all potential participants and determine if the offender meets the eligibility criteria. At the first court appearance the Prosecuting Attorney will remind the defendant of the deferred charges and make the defendant aware of the privilege of admission into the Drug Court Programs. The Prosecuting Attorney will attend all Drug Court hearings, actively participate in staffing of cases, and interact in a non-adversarial manner to address revocations, pleas, and application of sanctions and incentives as they apply to the participant.

PUBLIC DEFENDER LIAISON: As a member of the Drug Court Programs, the liaison for the Public Defender's Office will represent the attorneys and attend each staff meeting and will interact in a non-adversarial manner as the team addresses revocations, pleas, and application of sanctions and incentives as they apply to the participant. The liaison will provide all necessary information to the Public Defenders in order to provide the best client care possible.

DIVERSION MANAGER/PROBATION OFFICER: As a member of the Drug Court Programs, the assigned Probation Officers will be responsible for implementing the appropriate supervision level based on established measures, provide community linkages and referrals to appropriate agencies, and monitor accountability of social activities and home environment of the participants. The Probation Officers will administer a risk and need scale during the pre-assessment phase and will coordinate assessments with Reality House or McCambridge Center. The Probation Officers will also conduct a full urine screen and provide staffing reports that will include the defendant's progress in treatment, employment, and any other programs. With this information, he/she will update the Drug Court as to the defendant's progress prior to the staffing of each Defendant for court.

TREATMENT PROVIDERS: As a member of the Drug Court Programs, the designated treatment providers will administer substance abuse/dependency screening and assessments for each participant, participate in weekly staffing, make treatment recommendations to the Court, and provide drug test collections. Treatment providers will provide individual, family, and group therapy sessions as well as classes on chemical dependency, relapse prevention, and life skill. Treatment providers will identify and provide a continuum of care for participants while advocating on behalf of their client while maintaining the integrity of the Court. Treatment providers will maintain weekly status reports concerning the clients' progress in treatment for staff meetings. Treatment agencies will seek out and utilize all other funding sources prior to billing the Court for services.

LAW ENFORCEMENT REPRESENTATIVE: As a member of the Drug Court Programs, the assigned law enforcement representative will act as a liaison between the

programs and their respective Police agency. The law enforcement officer will be responsible for the dissemination of information to officers who come in contact with or might come in contact with Drug Court participants to assure reasonable and appropriate measures are being used when checking the participants for compliance. In addition, the law enforcement officer will be responsible for assisting with background investigations of potential participants, provide inter-city transport to treatment facilities, follow-up on warrants issued through the Court, and monitor sanctions and compliance of participants.

Each team member will be responsible for the dissemination of information to their respective agency with regard to confidentiality laws that apply specifically to Drug Court participants. Likewise the sharing of information between team members is a vital part of working together as a team. Team members will also be charged with the education of peer professionals on the program and develop community linkages which enhance the effectiveness of the program. In creating this partnership and uniting in a signal goal of addressing an underlying problem affecting our community, we are pledged to enhance communication between the Courts, law enforcement and treatment programs. Through this linkage of services, we expect wider participation and greater effectiveness in addressing drug offenders involved in the criminal justice system.

THIRTEENTH JUDICIAL CIRCUIT COURT ADULT DRUG COURT PROGRAMS

STAFFING PROCEDURES

Perhaps the most critical component of our Drug Court is the use of “staffings”. These are the meetings just prior to court, where the team discusses each participant who will appear in court that afternoon. The Drug Court Programs utilize a strong team approach, which focuses on fairness and accountability. The team relies on accurate reports from the case managers, Probation Officers and Treatment Counselor, who provide detailed, up-to-date information on the progress of each client. Additionally, case managers make recommendations for individual treatment plans, sanctions, and incentives. Decisions are made by a team consensus, and team members make an effort to set aside their traditional roles to determine the best approach for each participant. This requires each team member to be educated in all aspects of treatment and recovery. The Drug court team is committed to the continual education of its team members and has frequent trainings.

DOCKET PROCEDURES

Another major component of the Drug Court process is the Drug Court dockets which occur during the afternoon following the staffing procedure listed above. The Drug Court dockets consist of three types of appearances: initial hearings for new participants entering the program, status hearings for the active participants of the programs, and graduation for the participants that have finished the program. During the initial court hearings the individual appears in front of the Judge and is given initial instructions and requirements about the program, and is officially admitted. The status hearings are regularly scheduled progress hearing where the participants appear in front of the Judge to go over everything that was discussed in the staffing prior to court. The dockets that include graduations occur four times a year and consist of a graduation ceremony to honor the success of the participant. The Drug Court Administrator will produce a docket for each court date along with the next return dates for the participants appearing in court. The Judge, during this one-on-one interaction, will have the opportunity to reinforce positive behaviors, identify areas that need continued improvements, and/or impose appropriate consequences.

**THIRTEENTH JUDICIAL CIRCUIT COURT
ADULT DRUG COURT PROGRAMS**

**ELIGIBILITY AND ADMISSION PROCEDURES FOR
PRE-PLEA DIVERSION DRUG COURT**

I. INITIAL SCREENING

1. Following the arrest of the Defendant, the Prosecuting Attorney's Office will conduct an initial screening of the Defendant using the Drug Court Program Initial Eligibility Determination form.
 - a. For those Defendants the Prosecuting Attorney deems as eligible, a copy of the Drug Court Program Initial Eligibility Determination form will be delivered to the Drug Court Administrator that same day.
 - a. Prior to each arraignment, the Prosecuting Attorney will notify the Public Defender/Private Attorney and Drug Court Administrator of those Defendants being considered for Drug Court and scheduled to appear that day.

**II. CLIENT NOTIFICATION OF CONSIDERATION FOR DRUG COURT AND
INITIAL ASSESSMENT BY DRUG COURT ADMINSTRATOR**

1. In-Custody Defendants:
 - a. The Public Defender/Private Attorney will notify the Defendant they are being considered for Drug Court. The Public Defender will then notify the Drug Court Administrator and Prosecuting Attorney of the Defendants who want to be assessed further.
 - b. For those Defendants who choose to be assessed further, the Drug Court Administrator will:
 - Review the Eligibility Determination form and complete the Drug Court Client Initial Assessment forms. These forms will contain the charge(s), victim name, restitution amount if available, prior record information, and a brief description of the offense. An interview will also be conducted with the Defendant as to substance abuse history, home, and employment status.
 - Have the Defendant sign a release of information.
 - Give the Defendant a date and time to appear in Drug Court.
 - Contact the Diversion Manager and fax a copy of the initial assessment forms.
 - Contact McCambridge Center or Reality House to schedule a Substance Abuse assessment and fax a copy of the initial assessment forms.
 - Notify the Prosecuting Attorney of the date the Defendant is being screened for Drug Court. This notice will requests that future court proceedings scheduled for the Criminal Case be terminated and that the case be transferred to Division IX for admission into the Drug Court Program.

- Following the Defendants first appearance, the Circuit Clerk and Prosecuting Attorney will be notified whether the Defendant was accepted or denied Drug Court.
 - c. If the Defendant denies assessment, the Prosecuting Attorney will proceed with the criminal case.
- 2. For those Defendants who have contacted the Alternative Sentencing office, retained an attorney who has entered an appearance in the criminal case, and indicated he or she wants to be assessed, the Drug Court Administrator will:
 - a. Review the Eligibility Determination form and complete the Drug Court Client Initial Assessment forms. These forms will contain the charge(s), victim name, restitution amount if available, prior record information, and a brief description of the offense. An interview will also be conducted with the Defendant as to substance abuse history, home, and employment status.
 - b. Have the Defendant sign a release of information.
 - c. Give the Defendant a date and time to appear in Drug Court.
 - d. Contact the Diversion Manager and fax a copy of the initial assessment forms.
 - e. Contact McCambridge Center or Reality House to schedule a Substance Abuse assessment and fax a copy of the initial assessment forms.
 - f. Notify the Prosecuting Attorney of the date the Defendant is being screened for Drug Court. This notice will request that future court proceedings scheduled for the Criminal Case be terminated and that the case be transferred to Division IX for admission into the Drug Court Program.
 - g. Following the Defendants first appearance, the Circuit Clerk and Prosecuting Attorney will be notified whether the Defendant was accepted or denied Drug Court.
- 3. For those Defendants with a Private Attorney present at the arraignment:
 - a. The Prosecuting Attorney will notify the Defendant's attorney that the individual is being considered for entry into Drug Court. This notification will occur verbally and with a Notification of Defendant Consideration to Drug Court form
 - b. The Defense Attorney will notify the Alternative Sentencing office whether or not the Defendant wants to be assessed by returning the Notification of Defendant Consideration to Drug Court form to the Drug Court Administrator. (Drug Court Administrator will send a copy to the Prosecuting Attorney).
 - c. When the Defendant contacts the Alternative Sentencing office indicating he or she wants to be assessed, the Drug Court Coordinator will:
 - Review the Eligibility Determination form and complete the Drug Court Client Initial Assessment forms. These forms will contain the charge(s), victim name, restitution amount if available, prior record information, and a brief description of the offense. An interview will also be conducted with the Defendant as to substance abuse history, home, and employment status.
 - Have the Defendant sign a release of information.

- Give the Defendant a date and time to appear in Drug Court.
- Contact the Diversion Manager and fax a copy of the initial assessment forms.
- Contact McCambridge Center or Reality House to schedule a Substance Abuse assessment and fax a copy of the initial assessment forms.
- Notify the Prosecuting Attorney of the date the Defendant is being screened for Drug Court. This notice will request that future court proceedings scheduled for the Criminal Case be terminated and that the case be transferred to Division IX for admission into the Drug Court Program.
- Following the Defendant's first appearance, the Circuit Clerk and Prosecuting Attorney will be notified whether the Defendant was accepted or denied Drug Court.

III. DIVERSION MANAGER AND TREATMENT PROVIDER

1. Within seven (7) working days of notification, the Diversion Manager will conduct a Drug Court Orientation, a full screen urinalysis, and interview a significant other. The results of the interview and testing will be faxed or delivered to the Drug Court Administrator.
 - a. **If the Defendant is in custody**, the Diversion Manager will meet with the Defendant at the Jail to conduct the initial assessment and urine test. If necessary, a request will be sent to the Court in which the criminal case is pending.
 - b. **If the Defendant has been released on Bond**, the Defendant will be instructed by the Drug Court Administrator to contact the Diversion Manager. It is also expected the Diversion Manager will attempt to contact the Defendant.

Note: If the Defendant is in the Assessment Phase and there is more than seven (7) work days between the initial meeting date with the Diversion Manager and the first court appearance, the Diversion Manager shall have a face-to-face meeting with the Defendant within that time period.
2. Within seven (7) workdays, the Treatment Provider will conduct a substance abuse inventory, physical and mental health screening; have Defendant sign necessary release of information forms. The results of this evaluation along with a treatment recommendation will be faxed to the Drug Court Administrator.
 - a. **If the Defendant is in custody**, the treatment provider will conduct the assessment upon their release from custody.
 - b. **If the Defendant has been released on Bond**, he or she will be notified by the Drug Court Administrator to contact the appropriate treatment agency within one (1) work day.

**THIRTEENTH JUDICIAL CIRCUIT COURT
ADULT DRUG COURT PROGRAMS**

**ELIGIBILITY AND ADMISSION PROCEDURES FOR
POST-PLEA DIVERSION DRUG COURT**

I. INITIAL SCREENING

1. Following the arrest of the Defendant, the Prosecuting Attorney's Office will conduct an initial screening of the Defendant using the Drug Court Program Initial Eligibility Determination form.
 - a. For those Defendants the Prosecuting Attorney deems as eligible, a copy of the Drug Court Program Initial Eligibility Determination form will be delivered to the Drug Court Administrator that same day.
 - b. Prior to each arraignment, the Prosecuting Attorney will notify the Public Defender/Private Attorney and Drug Court Administrator of those Defendants being considered for Drug Court and scheduled to appear that day.

**II. CLIENT NOTIFICATION OF CONSIDERATION FOR DRUG COURT AND
INITIAL ASSESSMENT BY DRUG COURT ADMINISTRATOR**

1. In-Custody Defendants:
 - a. The Public Defender/Private Attorney will notify the Defendant they are being considered for Drug Court. The Public Defender will then notify the Drug Court Administrator and Prosecuting Attorney of the Defendants who want to be assessed further.
 - b. For those Defendants who choose to be assessed further, the Drug Court Administrator will:
 - Review the Eligibility Determination form and complete the Drug Court Client Initial Assessment forms. These forms will contain the charge(s), victim name, restitution amount if available, prior record information, and a brief description of the offense. An interview will also be conducted with the Defendant as to substance abuse history, home, and employment status.
 - Have the Defendant sign a release of information.
 - Give the Defendant a date and time to appear in Drug Court.
 - Contact the Diversion Manager and fax a copy of the initial assessment forms.
 - Contact McCambridge Center or Reality House to schedule a Substance Abuse assessment and fax a copy of the initial assessment forms.
 - Notify the Presiding Judge, Prosecuting Attorney, and Defense Attorney of the date and result of the screening by submitting acceptance or denial paperwork. If the defendant has been accepted by Drug Court, the defendant must plead guilty at Final Disposition and then be ordered to complete the Drug Court Program.

- Following the Defendants first appearance, the Circuit Clerk and Prosecuting Attorney will be notified whether the Defendant was accepted or denied Drug Court.
 - c. If the Defendant denies assessment, the Prosecuting Attorney will proceed with the criminal case.
- 2. For those Defendants who have contacted the Alternative Sentencing office, retained an attorney who has entered an appearance in the criminal case, and indicated he or she wants to be assessed, the Drug Court Administrator will:
 - a. Review the Eligibility Determination form and complete the Drug Court Client Initial Assessment forms. These forms will contain the charge(s), victim name, restitution amount if available, prior record information, and a brief description of the offense. An interview will also be conducted with the Defendant as to substance abuse history, home, and employment status.
 - b. Have the Defendant sign a release of information.
 - c. Give the Defendant a date and time to appear in Drug Court.
 - d. Contact the Diversion Manager and fax a copy of the initial assessment forms.
 - e. Contact McCambridge Center or Reality House to schedule a Substance Abuse assessment and fax a copy of the initial assessment forms.
 - f. Notify the Presiding Judge, Prosecuting Attorney, and Defense Attorney of the date and result of the screening by submitting acceptance or denial paperwork. If the defendant has been accepted by Drug Court, the defendant must plead guilty at Final Disposition and then be ordered to complete the Drug Court Program.
 - g. Following the Defendants first appearance, the Circuit Clerk and Prosecuting Attorney will be notified whether the Defendant was accepted or denied Drug Court.
- 3. For those Defendants with a Private Attorney present at the arraignment:
 - a. The Prosecuting Attorney will notify the Defendant's attorney that the individual is being considered for entry into Drug Court. This notification will occur verbally and with a Notification of Defendant Consideration to Drug Court form
 - b. The Defense Attorney will notify the Alternative Sentencing office whether or not the Defendant wants to be assessed by returning the Notification of Defendant Consideration to Drug Court form to the Drug Court Administrator. (Drug Court Administrator will send a copy to the Prosecuting Attorney).
 - c. When the Defendant contacts the Alternative Sentencing office indicating he or she wants to be assessed, the Drug Court Coordinator will:
 - Review the Eligibility Determination form and complete the Drug Court Client Initial Assessment forms. These forms will contain the charge(s), victim name, restitution amount if available, prior record information, and a brief description of the offense. An interview will also be conducted with the Defendant as to substance abuse history, home, and employment status.

- Have the Defendant sign a release of information.
- Give the Defendant a date and time to appear in Drug Court.
- Contact the Diversion Manager and fax a copy of the initial assessment forms.
- Contact McCambridge Center or Reality House to schedule a Substance Abuse assessment and fax a copy of the initial assessment forms.
- Notify the Presiding Judge, Prosecuting Attorney, and Defense Attorney of the date and result of the screening by submitting acceptance or denial paperwork. If the defendant has been accepted by Drug Court, the defendant must plead guilty at Final Disposition and then be ordered to complete the Drug Court Program.
- Following the Defendants first appearance, the Circuit Clerk and Prosecuting Attorney will be notified whether the Defendant was accepted or denied Drug Court.

III.DIVERSION MANAGER AND TREATMENT PROVIDER

1. Within seven (7) working days of notification, the Diversion Manager will conduct a Drug Court Orientation, a full screen urinalysis, and interview a significant other. The results of the interview and testing will be faxed or delivered to the Drug Court Administrator.
 - c. **If the Defendant is in custody**, the Diversion Manager will meet with the Defendant at the Jail to conduct the initial assessment and urine test. If necessary, a request will be sent to the Court in which the criminal case is pending.
 - d. **If the Defendant has been released on Bond**, the Defendant will be instructed by the Drug Court Administrator to contact the Diversion Manager. It is also expected the Diversion Manager will attempt to contact the Defendant.

Note: If the Defendant is in the Assessment Phase and there is more than seven (7) work days between the initial meeting date with the Diversion Manager and the first court appearance, the Diversion Manager shall have a face-to-face meeting with the Defendant within that time period.
2. Within seven (7) workdays, the Treatment Provider will conduct a substance abuse inventory, physical and mental health screening; have Defendant sign necessary release of information forms. The results of this evaluation along with a treatment recommendation will be faxed to the Drug Court Administrator.
 - b. **If the Defendant is in custody**, the treatment provider will conduct the assessment upon their release from custody.
 - b. **If the Defendant has been released on Bond**, he or she will be notified by the Drug Court Administrator to contact the appropriate treatment agency within one (1) work day.

**THIRTEENTH JUDICIAL CIRCUIT COURT
ADULT DRUG COURT PROGRAMS**

**ELIGIBILITY AND ADMISSION PROCEDURES FOR
PROBATION DRUG COURT**

I. INITIAL ELIGIBILITY

1. Upon the sentencing Judges interest in determining a Defendant eligible for the Probation Drug Court Program, the Judge will order an assessment of the individual by the Drug Court Coordinator. This report will be returnable with one week of the order.
2. Upon the Defendant being ordered into Probation Drug Court the Defendant will be ordered into probation with the special condition of completing the Probation Drug Court. The Defendant will also be ordered to report directly to the Boone County Probation and Parole Office.

II. INTAKE

1. The Circuit Clerks office will:
 - a. Within five working hours send notice to the Drug Court Administrator of all Defendants ordered to be assessed for Probation Drug Court. This notice will include the Defendants P.S.I. and all probation reports for the case being investigated.
 - b. Within five working hours send Sentence and Judgment of Defendants ordered into the Probation Drug Court.
 - c. Instruct Defendant to report directly to the Probation & Parole Office.
2. The Drug Court Administrator will:
 - a. Prepare a report and recommendation of Defendants being considered for the Probation program. This will be accomplished by:
 1. Review P.S.I. and/or Violation reports.
 2. Contact Probation officer and or P.S.I. writer for their recommendation.
 3. Inform Treatment Provider and initiate assessment if individual is being recommended.
 - b. If the Defendant is recommended and ordered into the Probation Program:
 1. Insure Defendant reported to P&P office upon order of Probation.
 2. Assign initial Drug Court appearance date.
3. The Probation Office will:
 - a. Assign the probationer to one of the Drug Court Probation Officers for initial intake.
 - b. Inform the probationer of the Probation Drug Court rules and obligations.

- c. Issue the probationer a copy of the Boone County Probation Drug Court Program.
 - d. Obtain the probationers address, phone number and work information.
 - e. Assist the probationer in setting up treatment assessment date and obtain next available group session.
 - f. Assist the probationer in locating AA/NA meetings and initiate attendance.
 - g. Insure probationer is aware of initial Drug Court appearance.
 - h. Have completed status report sheet for new probationer at the initial Drug Court Hearing.
4. The Treatment Provider will:
- a. Set up an initial treatment assessment for the client.
 - b. Devise a treatment plan to present at initial staffing.
 - c. Prepare a treatment status sheet for initial staffing.

**THIRTEENTH JUDICIAL CIRCUIT COURT
ADULT DRUG COURT PROGRAMS**

**ELIGIBILITY AND ADMISSION PROCEDURES FOR
RE-ENTRY DRUG COURT**

I. INITIAL ELIGIBILITY

1. Upon the sentencing Judge's decision to order a Defendant to a sentence under 559.115RsMo, 217.362RsMo, or 217.765RsMo, the order will state that the inmate, if successfully released, be placed into Callaway County Re-Entry Drug Court Program. If the defendant has a Callaway County case, living in Boone County, or otherwise does not qualify for the Re-Integration Court Program, that individual will be placed in the Boone County Drug Court on a Post-Confinement status.

The above order will help the Circuit Clerks office identify the offices which will need to be sent notice, as well as assisting the department of corrections in placing all ITC inmates in a regional treatment center. This will assist the Drug Court team in tracking the status of the inmate from date of entry into DOC, date starting treatment and the date treatment was ended.

2. Upon the successful release of a Defendant from the ITC programs the defendant will be ordered in to probation with the special condition of completing the Post Confinement Drug Court. The defendant will also be ordered to report directly to the Probation and Parole Office. In the case of a Defendant being released on a holiday, weekend, or arriving in town after 5:00pm on a week day, the Defendant will report directly to the appropriate treatment facility

(Females will report to McCambridge Center and Males will report to Reality House)

II. INTAKE

1. The Circuit Clerks office will:
 - a. Sent notice to the Drug Court Administrator of all defendants ordered into 559/217 ITC. The following items should accompany the notice:
 1. Pre Sentence Investigation
 2. Sentence and Judgment
 - b. Upon receiving the 90 day report or 559/217 ITC review send a copy to the Drug Court Administrator
 - c. Sent notice of action taken at 559/217 ITC review hearing. The following should accompany the notice should the defendant be granted release:
 1. Order of Probation
 2. Date of release

2. The Drug Court Administrator will:
 - a. Track all Defendant ordered into 559/217 ITC from date of sentencing
 - b. Make contacts with the appropriate institutional treatment facility
 - c. If necessary prepare additional report on inmate to sentencing judge regarding the appropriateness of release
 - d. Inform Probation officer of release date
 - e. Inform Treatment Provider of release date and inmates treatment status
 - f. Assign initial Drug Court appearance date
3. The Probation Office will:
 - a. Assign the probationer to one of the Drug Court Probation Officers for initial intake
 - b. Inform the probationer of the Post Confinement rules and obligations
 - c. Issue the probationer a copy of the Re-Entry Drug Court Program
 - d. Obtain the probationers address, phone number, and work information
 - e. Assist the probationer in setting up treatment assessment date and obtain next available group session
 - f. Assist the probationer in locating AA/NA meetings and initiate attendance
 - g. Insure probationer is aware of initial Drug Court appearance
 - h. Deliver completed status report sheet for new probationer to Drug Court Administrator by 9:00 am on the date of the probationers' initial Drug Court appearance
4. The Treatment Provider will:
 - a. Set up an initial treatment assessment for the client
 - b. Devise a treatment plan
 - c. Send treatment status sheet to Probation officer by 12:00 Noon on the day prior to the next Drug Court docket
 - d. If client has just been released and is reporting initially to treatment on a weekend, holiday or after probation hours, they will in addition to the steps above:
 1. Secure clients address, phone number, and work information
 2. Instruct client to report to Probation Office by 9:00 am on the next work day

**THIRTEENTH JUDICIAL CIRCUIT COURT
ADULT DRUG COURT PROGRAMS**

INELIGIBILITY AND TERMINATION PROCEDURES

I. WHEN A DEFENDANT IS DETERMINED INELIGIBLE FOR THE PROGRAM

1. An order will be issued by the Drug Court Judge remanding the Defendant to the Division in which the criminal case is pending.
2. A notice will be sent to the Circuit Clerk and Prosecuting Attorney indicating the Defendant was denied enrollment or chose not to participate in Drug Court.

II. WHEN A DRUG COURT PARTICIPANT IS TERMINATED FROM THE PROGRAM

1. Diversion – The Drug court Judge will make a docket entry in the court file indicating the defendant is terminated from the program and placing the case on the next trial setting docket to be set for trial in the originally assigned court. Notice will be sent to the prosecuting attorney and the defense counsel of record.
2. Probation or Re-entry - A docket entry will be made in the court file in which the criminal case is pending indicating the defendant is terminated from the program. It will then be at the discretion of the Drug Court Judge or the sentencing Judge to issue a warrant. The case will be set for the next available probation violation hearing date in the sentencing court.

**THIRTEENTH JUDICIAL CIRCUIT COURT
ADULT DRUG COURT PROGRAMS**

GRADUATION PROCEDURES

The Drug Court Programs hold a Graduation Ceremony four times a year for those participants that have completed the program and are deemed to appropriate for graduation. The Graduation Ceremony celebrates the achievements of the individuals while in the program, as well as, turns the focus onto the continued success of the participant. When a participant completes the program, depending on which track they are in, the following will happen:

1. Pre-Plea Diversion: The Drug Court Judge will make a docket entry in the court file indicating the defendant has graduated from the program. The Prosecuting Attorneys Office files a Nollie Prosequi letter dismissing the case against the defendant. The defendant is no longer under control of the court or probation.
2. Post-Plea Diversion: The Drug Court Judge will make a docket entry in the court file indicating the defendant has graduated from the program and place the case on the next trial setting docket to be set for appearance in front of the originally assigned court in order to withdraw the guilty plea and a Nollie Prosequi letter is filed dismissing the case against the defendant. The defendant is no longer under control of the court or probation.
3. Probation and Re-entry: The Drug Court Judge will make a docket entry in the court file indicating the defendant has graduated from the program. The defendant is still on probation for a minimum of six months after graduation. During this probationary period, if no violations occur, the probation officer can request early dismissal from probation.